



Application Guidelines

Position: ELC Teacher
Reporting To: Director of ELC
Tenure: Full-time position, 12 month contract for 2027
Closing Date: Monday 14th September 2026 at 4pm

How to Apply

1. Read the Job Description and assess your level of skill and experience against it.
2. Prepare a cover letter outlining your personal education philosophy (1 page).
3. Prepare a resume including the names and details of two professional referees along with their contact details.

Applications are preferred via email in a published format (e.g. PDF) and can be emailed to the People and Compliance Leader, Mrs Kathy Cleggett, at kcleggett@immanuelps.sa.edu.au



About Immanuel Primary School Early Learning Centre

Ethos Statement

The Lutheran school and ELC is an agency of the Lutheran Church of Australia through which the church seeks to carry out its ministry to the people of Australia.

The specific ministry and mission of the Lutheran school and ELC is to provide quality formal education in which the Word of God informs all learning, teaching and activities and forgiveness and grace govern the relationships of the members of the school and ELC community. In order to fulfil this ministry and mission, the staff and management in the Lutheran school and ELC will be committed to the Christian faith. Therefore, staff will strive to develop an understanding of the Lutheran school and ELC as a community where all individuals are in service to one another because of what Christ has done for us.

School Context

Immanuel Primary School is one of the 77 systemic Lutheran schools in Australia that has God's Word at the centre of life. Through the Lutheran faith we share a history of schooling in Australia spanning 186 years.

Sited on the same campus as Immanuel College, Immanuel Primary School offers an exceptional range of programs, facilities and options for students as they pursue the ELC to Year 12 journey.

Immanuel Primary School is an innovative school that was accredited in 2004 by the International Baccalaureate (IB), for delivering the Primary Years Program (PYP) in an exceptional manner. Immanuel connects the strengths of spirituality and learning through celebration of the gospel and an outstanding educational program with a very active co-curricular program. Central to the approach at Immanuel Primary School is the belief of partnership with parents and teachers working together in providing the best possible environment and quality of care for all students. There are 700 students attending from ELC to Year 6.



Immanuel Primary School

Building foundations for life



ELC Context

The Immanuel Early Learning Centre (ELC) is a 126-place service catering for children from 3 years of age through to school readiness. The centre operates 48 weeks per year, Monday to Friday, from 7:30 am to 6:00 pm, with core teaching hours between 8:30 am and 3:30 pm.

The ELC embeds the Early Years Learning Framework (EYLF) and the centre's philosophy to deliver high-quality, play-based learning programs that support each child's development, wellbeing, and learning outcomes. Through engaging and purposeful experiences, children are encouraged to explore, discover, and build the skills and confidence needed for a successful transition to school.

Our Mission

It is the mission of Immanuel Primary School and ELC to be a supportive community where well-being is nurtured, innovative teaching empowers learners to take responsible action and the message of Jesus Christ is communicated and celebrated.

Our mission is taught, modelled and lived through the values of Respect, Flourish, Serve.



Job Description

Position Summary

The ELC Teacher is an educator with an exemplary understanding of early childhood practice and pedagogy. The ELC Teacher has an extensive knowledge of the Early Years Learning Framework combined with experience in leading and supporting co-educators in the learning environment.

At the heart of the IB Primary Years Program's Philosophy is a commitment to play-based learning experiences that respond to children's interests, strengths and needs, fostering curiosity, inquiry and active engagement in learning. Collaborating with educators to foster this is a key element in the role of the ELC Teacher.

1. Teacher Characteristics

1.1 Professional Attributes

A teacher at Immanuel ELC displays:

- an appreciation of, and commitment to, the Christian values and Lutheran ethos of Immanuel Primary School and ELC
- commitment to collaborate with members of the school and ELC community to build a team environment that supports children's learning
- enthusiasm to teach children in a way that is play-based, innovative, engaging and inclusive
- a personal commitment to lifelong learning and self reflection
- the use of highly effective communication skills to build positive relationships
- a belief in and commitment to ensuring the school's mission statement is lived
- a commitment to embedding the ELC philosophy in all aspects of pedagogy, interactions and learning environments.
- responsibility for their own professional development to ensure they continually improve their teaching and child learning
- the ability to adapt to a changing environment
- passion and dedication with a growth mindset.



1.2 Knowledge

A teacher at Immanuel ELC displays:

- knowledge of Christian education requirements based on the Lutheran doctrine
- knowledge of the Primary Years Program and Early Years Learning Framework and how to develop curriculum using these frameworks
- knowledge of how to plan and teach a conceptual, play-based and inquiry based curriculum
- knowledge of up to date early years pedagogy on play-based education
- knowledge of relevant laws, regulations, policies and other specific functional knowledge in relation to the Early Learning Centre environment

2. Teacher Role Statement

2.1 Objective

Teachers at Immanuel ELC are expected to fulfil the roles, accept responsibilities and meet appropriate duties as described within this statement; to do so in accord with the School's Mission Statement, aims and values, the IB Primary Years Program and the Industrial Agreements, thereby meeting the needs of children in the teacher's care.

A teacher at Immanuel ELC will:

- work within the law applying to teachers
- work within ELC and school policies, regulations and expectations
- work within the School's Mission and Vision Statement
- work within the ELC philosophy statement
- work within the Early Years Learning Framework
- work within Industrial Agreements as they apply
- work within Workplace Health and Safety Regulations and other external regulations governing the school
- nurture the Christian faith and life of the children through teaching, worship and pastoral care
- exemplify and model the Christian lifestyle in and beyond the ELC
- demonstrate a belief in, knowledge, expression and justification of the ELC curriculum
- demonstrate an understanding and practical awareness of current research related to development of children and how they learn



2.2 Planning

A teacher at Immanuel ELC is responsible for:

- planning collaboratively for child-centred learning
- planning learning engagements to meet individual child's learning needs and to ensure children's progression
- planning using a transdisciplinary approach
- planning, based on agreed child learning outcomes and in the context of a coherent, ELC program
- documenting planning on ELC agreed planners
- using assessment evidence throughout the planning process to meet learning needs
- planning a stimulating, agile learning environment to provoke and support inquiry
- involving children in planning for and reflecting on their own learning and assessment
- planning engaging, significant, relevant and challenging units of inquiry and other learning experiences based on the Early Years Learning Framework

2.3 Teaching and learning

A teacher at Immanuel ELC is responsible for:

- using a range and balance of dynamic teaching strategies to promote creative, critical and reflective thinking
- modelling and encouraging a growth mindset
- empowering children to feel responsible and motivated to take action and to serve
- involving children actively in learning knowledge and skills
- valuing diversity and supporting all children to achieve their potential
- providing opportunities for children to develop the attributes of the IB Learner Profile
- effectively using and applying digital technologies to enhance teaching and learning
- continually monitoring children's behaviour and implementing practices in accordance with the Immanuel ELC and school policies
- seeking support services and structures within the Lutheran, Independent and Government sectors as they relate to the teaching and learning of children



2.4 Assessing and Reporting

A teacher at Immanuel ELC is responsible for:

- viewing planning, teaching and assessing as interconnected processes
- using a range and balance of recording, reporting and assessment strategies
- involving children, parents and colleagues in the assessment and reporting process
- involving children in ongoing shared reflection of their learning and themselves as a learner
- evaluating the program collaboratively using agreed flexible systems
- assessing the level of children's current experience and understanding before embarking on new learning
- providing growth-oriented, relevant and timely feedback on child learning and achievement
- moderating child learning to enable reliable, credible and fair reporting judgements
- addressing the holistic and transdisciplinary nature of the ELC's approach to learning as well as showing progress in accordance with the Early Years Learning Framework
- undertaking reporting procedures according to the principles and essential agreements developed by the school
- documenting both the process and the product of child learning using a Digital Learning Journal
- maintaining evaluation records including formative and summative assessment

2.5 Professional Relationships with Children

A teacher at Immanuel ELC is responsible for:

- developing and maintaining supportive and caring relationships with children within an inclusive environment whilst maintaining professional and role boundaries
- developing and maintaining effective communication skills
- encouraging children to flourish in activities both inside and outside the classroom
- working with children to develop strong approaches to learning skills
- maintaining and implementing a current knowledge base of classroom organisation and behaviour management strategies



2.6 Professional Relationships with Colleagues

A teacher at Immanuel ELC is responsible for:

- seeking harmonious and collaborative professional relationships with staff
- supporting and assisting colleagues in the performance of their professional duties and responsibilities
- promoting a non-discriminatory work environment

2.7 Professional Relationships with Parents/Caregivers

A teacher at Immanuel ELC is responsible for:

- establishing relationships with parents and caregivers based on courtesy, mutual trust, respect and open communication
- respecting parents' and guardians' rights of inquiry, consultation and information with regard to their children
- respecting family privacy and treating information with an appropriate level of confidentiality
- respecting the uniqueness and characteristics of each child's family background
- maintaining appropriate contact with parents and the wider school community

2.8 Contribution to School Culture and Community

A teacher at Immanuel ELC is responsible for:

- performing such duties as required from time to time to maintain an effective and efficient operation of the ELC
- voluntarily contributing towards activities or committees that pursue organisational goals of the ELC
- attending selected out of hours community functions

2.9 Professional Growth and Development

A teacher at Immanuel ELC is responsible for:

- actively seeking and participating in professional development in any of the above points which are considered by the teacher and/or Early Years Director or ELC Educational Leader to require development
- developing a habit of reflecting on teaching and planning practices
- enrolling and participating in Lutheran theological courses as required by Lutheran Education Australia



3. Training and Knowledge

A teacher at Immanuel ELC will provide evidence of:

- An Early Childhood Teaching Degree
- current registration with the South Australian Teachers' Registration Board
- Current Working with Children Check (WWCC)
- Responding to Risks of Harm, Abuse and Neglect training (RRHAN-EC)
- National Child safe training or willing to complete before commencing work
- HLTAID012 - Provide First Aid in an Education and Care Setting
- CPR certificate
- Food safe training (or willing to obtain)
- All about allergens (or willing to obtain)

4. Review and Accountability

The successful applicant will undergo a probationary period of six months during which time the Early Years Director and the Principal or delegate will appraise his/her work.

Mr Stephen Jude (Principal)